

The Library Board Meets the 4th Monday of Each Month at 7:00pm

Glen Carbon Centennial Library District

198 South Main Street

Glen Carbon, IL 62034

618-288-1212

Board Meeting Minutes

Monday, November 30, 2015

Community Room

Call to Order: 7:01 p.m.

Roll Call: Robert Paty, Deborah Owen, Robert Hormell, Amy Gabriel, Anne Link, and Kathy Dortch

Recognition of Visitors: Magi Henderson, Mayor Robert Jackstadt, Kevin Teller, Toni Jobe, and Amanda Wendel

Accept or correct minutes:

10.26.15 Board Meeting--Motion to accept the meeting minutes with one addition made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

11.5.15 Finance Committee Meeting—Motion to accept the meeting minutes made by Robert Hormell and seconded by Debbie Owen. Motion carried unanimously.

11.16.15 Personnel Committee Meeting—Motion to accept the minutes made by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.

Motion to review and accept the October 26, 2015 Closed Meeting Minutes as required by OMA made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Communications: Discussed Intelligencer articles from 10/21/15-11/24/15

Treasurer's Report for October 2015 Financials:

Motion to approve the October expenses of \$53,663.38 made by Robert Hormell and seconded by Deborah Owen

Roll Call: Kathy Dortch, Amy Gabriel, Robert Hormell, Deborah Owen, Robert Paty, and Anne Link. Motion carried unanimously.

Finance Committee:

1. Financial Signatures: Motion made by Robert Paty to approve executive members as additional and authorized endorsers of financials. Authorized signatures include Kathy Dortch (President), Amy Gabriel (Vice President), Anne Link (Secretary), and Robert Hormell (Trustee Member). Deborah Owen seconded the motion.

Roll Call: Kathy Dortch, Amy Gabriel, Robert Hormell, Deborah Owen, Anne Link, and Robert Paty. Motion carried unanimously.

2. Report on Banking Ordinance

3. Discussion of E-pay

Personnel Committee:

1. Motion to approve the Glen Carbon Centennial Library director job description with discussed changes made by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.
2. Motion to approve the director job posting with discussed changes made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

3. Motion to approve \$500.00 for expenditures for the director job search made by Robert Hormell and seconded by Robert Paty.

Roll Call: Kathy Dortch, Amy Gabriel, Robert Hormell, Deborah Owen, Robert Paty, and Anne Link. Motion carried unanimously.

4. Personnel Meeting on Thursday, December 17, 2015 at 6:30 p.m.

District Committee: Nothing to Report

Building Committee: Nothing to Report

Unfinished Business:

1. Motion to accept the employee probationary policy with discussed changes made by Deborah Owen and seconded by Robert Paty. Motion carried unanimously.
2. Motion to accept the performance evaluation policy with discussed changes made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

New Business:

1. Notice of Availability of Audit-signature required of Board Secretary
2. CY 2016 Library Closure Dates discussed
3. 2016 Board Meeting Dates discussed
4. (a) Per Capita grant application – Required review by Trustees of Chapter 5 – Technology Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014 (75ILCS 10/8, 1.1) Question number 5 discussed. (b) Per Capita – Review library's finance and fiscal climate, identify and describe how library funds are currently used to support educational programs and training opportunities for patrons. Discuss how the library fosters resource sharing and provide an example. Question Number 8 discussed. (c) Describe how the library plans use grant monies in order to meet standards in the most recent edition of Serving Our Public 3.0: Standards for

Illinois Public Libraries, 2014 discussed.

5. Designated Secretary of the Glen Carbon Centennial Library Board to receive Madison County Board of Review and Madison County Clerk correspondence.
6. Appointed three Library Trustees to the Library Director Search Committee—Deborah Owen, Robert Paty, and Anne Link
7. Discussed the most recent Glen Carbon Centennial Library District Long Range Plan.
8. Motion made by Deborah Owen to approve the Glen Carbon Centennial Library District as the emergency evacuation backup location for Glen Carbon Elementary School and seconded by Robert Hormell. Motion carried unanimously.

Motion made to adjourn the meeting made by Robert Hormell and seconded by Deborah Owen at 9:47 p.m.

There will be no Regular Board Meeting in December 2015.

The next scheduled Board Meeting is Monday, January 25, 2016.